

## **Ruffing Montessori School Elementary Guide**

Ruffing Montessori School is accepting applications for a Montessori trained (AMI or AMS) Elementary Guide.

### **Qualifications:**

- AMI or AMS elementary diploma from an AMI or AMS training center.
- A Bachelor's degree.
- Previous experience guiding an AMI or AMS Montessori Elementary community (preferred).
- A willingness to support a culture of collaboration and teamwork.

### **General Description:**

The Elementary classroom guide leads the planning, organization, and support for a classroom of students in an authentic Montessori setting.

### **Areas of Responsibility Include:**

- Exhibit reverence, belief, and trust in each child.
- Work in collaboration with and guide each child towards the realization of their unique potential.
- Ensure quality Montessori lessons are given in a wide variety of subject areas.
- Establish and maintain a Montessori prepared environment.
- Ensure respect and safety for every child within the community.
- Ensure respect for and provide for individual learning differences.
- Model professional integrity.
- Work in collaboration with colleagues in service of the children.
- Contribute to his/her fair share of the operational needs of the school.
- Regular observations of children.
- Regular communication with children regarding difficulties and successes in work choices, interactions with others, and commitment to the community.
- Establish and maintain a lesson-planning and record-keeping system for the classroom in general and for each student to discuss any concerns, academically, socially, or emotionally.

### **Additional Expectations:**

- Civility, honesty, and integrity as reflected in daily interaction with faculty students and parents.
- Service to the community as reflected in student/parent relationships.
- Good judgment, as reflected in decision-making and problem-solving skills.
- Ability to develop appropriate relationships in support of teaching and learning.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Possession of positivity and high expectations for themselves and for students.
- Willingness to work hard and be a steadfast role model.
- Ability to remain on task and follow through with projects to their completion.

### **Compensation:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health care coverage, 403b, long term disability, etc.
- Opportunities for professional development.
- Tuition assistance for staff children at Ruffing.

To experience the rewards and excitement of working at Ruffing Montessori School, please send your resume and cover letter to Lori Coticchia, Ruffing Montessori Administrator, at [information@ruffingmontessori.org](mailto:information@ruffingmontessori.org). Ruffing Montessori School is an equal opportunity employer.